## Checklist for downtown economic entertainment district

Investigator	
DBA name and address	
Date application assigned	Date case completed
promotional association, with notice to the director promotional association may allow people to leave lice zone boundary of the downtown economic entertainment.	r to the contrary, on such days and such times designated by the or of the Neighborhood and Community Services Department, the censed establishments located within the promotional association subent district with an alcoholic beverage and enter upon and consume the ments and common areas located in portions of that promotional
by one or more property owners located within the do not less than 100,000 square feet of premises designe	ociation incorporated in the state in which it is organized or authorized owntown economic entertainment district who own or otherwise controlled, constructed and available for lease for bars, night clubs, restaurants organizing and promoting activities within the downtown economic
residential, office, retail (other than bars, night clubs	s set forth in this subdivision, the square footage of premises used for s, restaurants and other entertainment venues), parking facilities and istrict shall not be used in the calculation of square footage.
The following requirements will be completed by the in	nvestigator working on your case
Investigator requirement – a map of the zoning	g overlay of the area immediately surrounding the proposed premise
Investigator requirement – please check the sub-zon	the license will cover
Downtown Power & Light District sub-zone – bo Street to I-670 on the south, Troost Avenue on the	ounded by the Missouri River on the north, by I-70 to I-35 at Holmes he east and Broadway Street on the west
Performing arts sub-zone – bounded by Ninth St west and Troost Avenue on the east	treet on the north, 18th Street on the south, Broadway Street on the
Crossroads sub-zone – bounded by I-70 to I-35 a KC Terminal Railway tracks on the south and B	at Holmes Street to I-670 on the north, Troost Avenue on the east, the Broadway Street on the west
18th and Vine sub-zone – bounded by Truman R south and Paseo Boulevard on the west	load on the north, Woodland Avenue on the east, 19th Street on the
Liberty Union Crown sub-zone – bounded by 27 and Broadway on the west	th Street on the south, 20th Street on north, Cherry Street on the east
Historical Union Hill sub-zone – bounded by Linthe east and Broadway Street on the west	nwood Avenue on the south, 27th Street on the north, Cherry Street on
In order to begin processing a liquor application, an a	applicant must submit the following
Liquor license application – must be signed and	l notarized
	de out to the city treasurer. <b>Form provided by the Regulated</b> /Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)
applicants have resided. This will include the <u>ma</u> stock in the business <u>or</u> owns <b>more than 10 per</b>	ory record check to include all cities, states and countries where <u>anaging officer</u> and anyone who owns <b>more than 10 percent</b> of the recent of the business – check made out to the city treasurer. If the ing attorney in the State of Missouri, a criminal history record check is

not required but he must submit a copy of his bar association card

<u>Have</u>	<u>Need</u>	lowing information must be submitted by the applicant
		Consultant consent form signed by the applicant (only applicable if a consultant is used) – <b>form provided by the Regulated Industries Division</b> (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)
		The total number of <b>square feet</b> used for bars, night clubs, restaurants, and other entertainment venues within the downtown economic entertainment district
		Diagram of "common area" and description of the physical barrier that precludes motor vehicle traffic and limits pedestrian accessibility
		Photograph of all portable bars, tables, kiosks, carts or stands that will be used to sell liquor, along with a diagram of where they will be placed in the common area
		Description of method used to ensure that minors can be easily distinguished from persons of legal age
		A sample of the uniquely labeled container used to serve alcoholic beverages must be submitted from each licensee within the entertainment district
		Managing officer appointment form completed (managing officer must reside in Missouri) - <b>form provided by the Regulated Industries Division</b> (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/)
		Two recent passport-style photos (without hat) of all members of the <i>promotional association</i> , <i>the designee</i> of the promotional association and the <i>managing officer</i>
		Schedule P for all members of the <u>promotional association</u> , <u>the designee</u> of the promotional association, and the <u>managing officer</u> . No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character (Section 10-181 & 10-185) – form provided by the Regulated Industries Division ( <a href="http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/">http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/</a> )
		A copy of the managing officer's Missouri driver's license – must be a Missouri resident and U.S. citizen
		Residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID from all members of the <i>promotional association</i> , <i>the designee</i> of the promotional association and the <i>managing officer</i> if they were not born in the United States
		A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.
<u>Pron</u>	<u>iotiona</u>	association requirements
<u>Have</u>	<u>Need</u>	
		<b>LLC only</b> – a copy of the <b>operating agreement</b> listing all of the members and managers of the LLC <b>Corporation only</b> – a copy of the <b>bylaws and all amendments</b> <i>and</i> <b>organizational minutes</b> , verifying all corporate officers, share holders and number of shares held <u>or</u> the <b>Articles of Incorporation Partnership only</b> – a copy of the <b>partnership agreement</b> (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application
		Certificate of good standing <b>from the State of Missouri</b> . If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not general partnership), <u>or</u> certificate of incorporation (corporation) – <b>from the State of Missouri</b> , State Office Building in KCMO, 615 E. 13 <sup>th</sup> St., (816) 889-2925

<u>Have</u>	<u>Need</u>	
		Fictitious name registration ( <b>if DBA is different than the corporate name</b> ) – from State Office Building in KCMO, 615 E. 13 <sup>th</sup> St., (816) 889-2925
		All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13 <sup>th</sup> St., (816) 889-2574 – <b>contingency item</b>